



Arkansas State Board of Nursing

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BOARD BUSINESS MEETING MINUTES

TIME AND PLACE: January 11, 2018
ASBN Boardroom

MEMBERS PRESENT: Ramonda Housh, MNSc, APRN, CNP, C-PNP; Rachel Sims, BSN, RN; Yolanda Green, LPN; Neldia Dycus, BS, MHSM, MHRD, RN; Stacie Hipp, MSN, APRN; Pamela Leal, RN, Representative of the Older Population; Michael Burdine, RN; Renee Mihalko-Corbitt, DNP, APRN, ACNS-BC; Melanie Garner, LPN, CLC; Janice Ivers, MSN, RN, CNE; Kaci Bohn, PhD, Consumer Representative; Lance Lindow, RN

MEMBERS ABSENT: Haley Strunk, LPN

STAFF ATTENDING AT VARIOUS TIMES: Sue A. Tedford, MNSc, APRN, Executive Director
Fred Knight, JD, General Counsel
Mary Trentham, JD, MNSc, MBA, APRN, CNP, Attorney Specialist
Deborah Jones, RN, MNSc, Assistant Director
Karen McCumpsey, RN, MNSc, Assistant Director
Darla Erickson, CPA, Administrative Services Manager
Susan Lester, Executive Assistant to the Director
Tammy Claussen, MSN, RN, CNE, Program Coordinator
Debra Garrett, DNP, APRN, Program Coordinator
Lisa Wooten, MPH, BSN, RN, Program Coordinator
LouAnn Walker, Public Information Coordinator
Jim Potter, Regulatory Board Chief Investigator
Albert Williams, Information Systems Coordinator

President Ramonda Housh called the meeting to order at 11:35 a.m. A flexible agenda was declared.

I. CONSENT AGENDA

MOTION 1: I move the Arkansas State Board of Nursing approve the items on the Consent Agenda.

PASSED.

II. OTHER

Suzanne Ramsel and David Brown with PCI spoke to the Board concerning events planned for the upcoming year. She advised the Board that the Compassionate Nursing and Nurse Educator Award Ceremonies will take place on April 7, 2018 in conjunction

with the Nursing Expo at the Jack Stephens Event Center located on the University of Arkansas- Little Rock Campus. Also, further details will be forthcoming regarding the Nursing Continuing Education Cruise which will be scheduled for April 2019.

The Board Members discussed travel opportunities for the upcoming year and the following Motions were presented:

MOTION 2: I move that the Arkansas State Board of Nursing approve funding for the following Board Members to attend the 2018 NCSBN Mid-Year Meeting in Chicago, Illinois, March 5 – 7, 2018: Yolanda Green, Pam Leal, and Neldia Dycus. Alternates will be: Lance Lindow and Melanie Garner.

PASSED.

MOTION 3: I move that the Arkansas State Board of Nursing approve funding for the following Board Members to attend the 2018 NCSBN Annual Meeting in Minneapolis, Minnesota, August 14 - 17, 2018: Lance Lindow, Melanie Garner, Yolanda Green, and Neldia Dycus. Alternates will be: Janice Ivers and Pam Leal.

PASSED.

MOTION 4: I move that the Arkansas State Board of Nursing approve funding for the following Board Members to attend the 2018 APRN Roundtable in Rosemont, Illinois April 9 - 10, 2017: Stacie Hipp, Ramonda Housh, and Mike Burdine.

PASSED.

MOTION 5: I move that the Arkansas State Board of Nursing approve funding for the following Board Members to attend the 2018 NOAP Meeting in New Orleans, Louisiana March 25 – 30, 2018: Kaci Bohn. The alternate will be Pam Leal.

PASSED.

III. COMMITTEE REPORTS

Reports were given by Committee chairs. Motions reflect committee recommendations.

A. FINANCE COMMITTEE

Mike Burdine, the Finance Committee Chairperson, along with Darla Erickson, Administrative Services Manager, covered items for the Finance Committee. The Finance Committee approved their minutes and purpose of their committee. The following motions were presented:

MOTION 6: I move that the Arkansas State Board of Nursing approve the financial statements for July 2017, August 2017, September 2017, October 2017, and November 2017.

PASSED.

MOTION 7: I move that the Arkansas State Board of Nursing approve the financial reports prepared by the Department of Finance and Administration- Service Bureau and Office of Personnel Management for the State Board of Nursing for the period July 2017, August 2017, September 2017, October 2017, and November 2017.

PASSED.

MOTION 8: I move that the Arkansas State Board of Nursing approve the report reconciling the ASBN financial statements to the AASIS documents received by the Department of Finance and Administration- Service Bureau and Office of Personnel Management for the State Board of Nursing for the period July 2017, August 2017, September 2017, October 2017, and November 2017.

PASSED.

MOTION 9: I move that the Arkansas State Board of Nursing approve the revision to Policy IX-11 Refunds as attached with the following change:

- Add "ASBN does not routinely refund fees, but the Executive Director, or a designee, may extend leniency for an individual with mitigating circumstances, or in the event the overpayment was due to an error by ASBN or its agents".

PASSED.

MOTION 10: I move that the Arkansas State Board of Nursing authorize stipend payments in accordance with A.C.A. § 25-16-905.

PASSED.

MOTION 11: I move that the Arkansas State Board of Nursing authorize expense reimbursement in accordance with A.C.A. § 25-16-902.

PASSED.

MOTION 12: I move that the Arkansas State Board of Nursing authorize expense reimbursement to the Prescriptive Authority Advisory Committee members in accordance with A.C.A. § 25-16-902.

PASSED.

MOTION 13: I move that the Arkansas State Board of Nursing approve the Comprehensive Annual Financial Report (CAFR) Year End Closing Package for Service Bureau Agencies Part C submitted for the Arkansas State Board of Nursing to the Department of Finance and Administration for the fiscal year ended June 30, 2017.

PASSED.

MOTION 14: I move that the Arkansas State Board of Nursing approve the Internal Control and Compliance Assessment of Arkansas Legislative Audit dated July 10, 2017 and approved by the Legislative Joint Auditing Committee for the Arkansas State Board of Nursing for the year ended June 30, 2016.

PASSED.

MOTION 15: I move that the Arkansas State Board of Nursing approve the revision to Policy IX-1 Processing Applications as attached with the following change:

- Add "Upon declaration and submission of required documentation, the renewal fee of all active-duty members of the military should be waived".

PASSED.

MOTION 16: I move that the Arkansas State Board of Nursing approve the retirement of Policy IX-10 (Maintenance of Renewal Forms.)

PASSED.

B. EDUCATION COMMITTEE

Kaci Bohn, Education Committee Chairperson, along with Tammy Claussen, ASBN Program Coordinator, covered items for the Education Committee. The following motions were presented:

MOTION 17: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the Associate of Applied Science in Nursing Program at the University of Arkansas Monticello until the year 2022.

PASSED.

MOTION 18: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the National Park College Practical Nurse Program until the year 2022.

Janice Ivers recused.

PASSED.

MOTION 19: I move that the Arkansas State Board of Nursing grant Continued Full Approval to Southeast Arkansas College Practical Nurse Program until the year 2022.

PASSED.

MOTION 20: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the University of Arkansas at Fort Smith Baccalaureate in Nursing Degree Program until the year 2022.

PASSED.

MOTION 21: I move that the Arkansas State Board of Nursing approve Southern Arkansas University Tech Practical Nursing Program's curriculum revision effective immediately.

PASSED.

MOTION 22: I move that the Arkansas State Board of Nursing grant pre-requisite approval to the Southern Arkansas University Tech LPN/Paramedic to RN Associate of Science Degree in Nursing Program.

PASSED.

MOTION 23: I move that the Arkansas State Board of Nursing accept the letter of voluntary closure and teach-out plan for the Southeast Arkansas College Generic RN Track and LPN/Paramedic to RN Track effective May 2018.

PASSED.

MOTION 24: I move that the Arkansas State Board of Nursing accept the 2017 NCLEX® low pass rate responses and reports for the following programs:

- Arkansas State University Mountain Home - PN (First Year)
- Arkansas State University Mountain Home – ADN (First Year)
- Baptist Health College LR – ADN (First Year)
- JRMC School of Nursing – ADN (First Year)
- Southeast Arkansas College – ADN (Three Years)
- Southern Arkansas University – BSN (First Year)
- Baptist Health College LR – Diploma (First Year- Closed)

JRMC School of Nursing – Diploma (First Year- Closed)
Southern Arkansas University – ADN (Third Year- Closed)
University of Pine Bluff- BSN (First Year- Closed)

PASSED.

Karen McCumpsey reported the Education Department's strategic plan is still on track.

C. PRACTICE COMMITTEE

Yolanda Green, Practice Committee Chairperson, and Mary Trentham, Attorney Specialist, covered items for the Practice Committee.

The Practice Committee approved their minutes from the September 14, 2017 meeting. They also reviewed open disciplinary cases, their strategic plan, guidelines for Consent Agreements used by staff, along with the purpose of their committee.

Mary Trentham informed the Board that further information regarding aesthetics should be available for Board Members at the February meeting. Ms. Trentham also assured the Board that she will provide Representative Della Rosa more information regarding the ASBN disciplinary process.

D. ADMINISTRATIVE COMMITTEE

Renee Mihalko-Corbitt, Chairperson for the Administrative Committee, and Sue Tedford, ASBN Executive Director, presented the following motions:

MOTION 25: I move that the Arkansas State Board of Nursing approve revisions to the following policies of the Arkansas State Board of Nursing Administrative Manual as listed and attached:

- Advanced Practice Policy Number VII-1, *Auditing Advanced Practice renewals with prescriptive authority;*
- Advanced Practice Policy Number VII-2, *Advanced Practice Licensure;*
- Advanced Practice Policy Number VII-3, *Prescriptive Authority Certificates;*
- Advanced Practice Policy Number VII-4, *Change of collaborative physician;* and
- Advanced Practice Policy Number VII-6, *Document Retention in Licensure Files.*

PASSED.

The Administrative Committee approved their minutes from the September 14, 2017 meeting. They also reviewed their strategic plan and the purpose of their committee.

The responses of the board self-evaluation were discussed, and Sue Tedford reminded all Board Members to please let her or a staff member know if they ever need further information to assist them the their Board Meeting preparation.

MOTION 26: I MOVE that the Arkansas State Board of Nursing discontinues collection of fees for the following items effective immediately:

- Photo copies of records;
- Publications; and
- NCLEX® examination results.

I FURTHER MOVE that the Arkansas State Board of Nursing discontinues collection of fees for the following items as soon as possible but no later than July 1, 2018:

- Retired license applications and retired license renewal applications; and
- Statuses watch information.

PASSED.

The Comfort Suites Hotel conference room was selected again to be venue for the Strategic Planning Meeting scheduled for May 9, 2018. The ASBN alternative to discipline program will be the topic of discussion at the meeting. No guest speakers will be invited to the meeting this year in order to allow ample time for Board and staff members to work on the policies and other matters regarding the program and discuss related issues.

IV. STAFF REPORTS

LouAnn Walker advised the Board that the IT strategic plan is on track. Ms. Walker informed the Board that she will give an All Hazard update at a future meeting. She asked Board Members to check the ASBN website then inform her if their information needs to be updated. Mike Burdine agreed to write an article for the *ASBN Update* magazine.

V. OTHER (Continued)

Sue Tedford provided an Enhanced Nurse Licensure Compact (eNLC) update. Arkansas nurses will no longer be able to work on compact licensure in Rhode Island, and vice versa, as Rhode Island is not part of the new compact (eNLC). Twenty-seven (27) states currently make up the eNLC, but New Mexico and Colorado are expected to enact the eNLC before the January 19, 2018 implementation date. In the eNLC, nurses will lose their multistate licensure if they allow their nursing license to expire. Additionally, receiving a felony conviction will cause a nurse to lose multistate licensure privileges. The eNLC requires all nurses to submit to a criminal background check in order to get their license issued or reinstated. Multistate applicants must meet all the uniform licensure requirements (ULRs). Licensure verification is found at www.nursys.com.

There being no further business, the meeting adjourned at 2:20 p.m.



Ramonda Housh, Board President



Susan Lester, Recording Secretary

02/14/18

Date Approved